

**TAC MEETING & LODGING CRITERIA**  
**THIS FORM MUST BE INCLUDED WITH YOUR BID**

Facility Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

We are bidding on the following meeting(s) (*check all that apply*):

☐ October 7-8, 2013    ☐ February 3-4, 2014  
☐ June 2-3, 2014    ☐ February 2-3, 2015 (Helena bids only)

**LODGING**

|   |                                                                                                                                                                                                                                                                               |           |          |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| 1 | Provides room at the state rate<br>TAC rooms<br>Region/CVB Rooms                                                                                                                                                                                                              | #<br>#    | \$<br>\$ |
| 2 | Is the facility able to block rooms or work with a facility that is able to do so? (We request to block 5-10 rooms for Sunday night arrivals for the February and October meetings and 50 rooms for the June meeting. We request 50 rooms for Monday night for all meetings.) | Yes<br>No |          |
| 3 | Is your property, including all meeting rooms and dining facilities in compliance with the public accommodation requirements of the ADA?                                                                                                                                      | Yes<br>No |          |
| 4 | Restaurant on site or nearby                                                                                                                                                                                                                                                  | Yes<br>No |          |
| 5 | Continental breakfast provided for your hotel guests                                                                                                                                                                                                                          | Yes<br>No | \$       |

**MEETING FACILITY**

|    |                                                                                                                                                                                                                                            |           |    |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|
| 6  | Board Room with seating for 10-15 available on Sunday evening (June Meeting) or Monday morning (February and October Meetings)                                                                                                             | Yes<br>No | \$ |
| 7  | Meeting room large enough to seat 18 in a U-shape at the front of the room and to seat 50-70 audience members for the full council meeting Monday and Tuesday                                                                              | Yes<br>No | \$ |
| 8  | Drinks and snacks (refill/refresh) and ice water at tables for meetings both days? (include a la carte menu & costs)                                                                                                                       | Yes<br>No | \$ |
| 9  | Projector screen, projector table and podium with microphone stand                                                                                                                                                                         | Yes<br>No | \$ |
| 10 | Business center on site or nearby                                                                                                                                                                                                          | Yes<br>No |    |
| 11 | Wireless or other available connection to the internet in meeting and sleeping rooms                                                                                                                                                       | Yes<br>No | \$ |
| 12 | Separate room available for lunch Monday (June meeting only) with seating for 50 (Current state per diem rate required). (Attach a list of menu items that are in this price range and include meeting room cost & note any local product) | Yes<br>No | \$ |
| 13 | Staff available to collect money for lunch Monday (June meeting only)                                                                                                                                                                      | Yes<br>No |    |

**ADDITIONAL CONSIDERATIONS**

|    |                                                                  |           |    |
|----|------------------------------------------------------------------|-----------|----|
| 14 | Recycle containers for paper, cans and plastics for all meetings | Yes<br>No |    |
| 15 | Community Event                                                  | Yes<br>No | \$ |

What equipment do you have available? Check all that apply and include rental cost.

|               |                  |               |                     |
|---------------|------------------|---------------|---------------------|
| Cost \$ _____ | Projector Screen | Cost \$ _____ | Extension cords     |
| Cost \$ _____ | Projector Stand  | Cost \$ _____ | Other (please list) |
| Cost \$ _____ | Podium           |               |                     |

Other information you would like to include: